

## **2111G: Writing in the World: Introduction to Professional Writing**

**Distance Studies / Winter 2021 / Section 651**

**Instructor: Professor Tim Freeborn**

**Contact: Please use OWL Message**

### **Course Description and Objectives**

This course aims to introduce you to the basic grammatical and stylistic principles of good, clear, written English within a specific context. That context is professional writing. You will be introduced as well to basic theories and concepts in professional writing, given opportunities to develop skills applicable to writing in a professional context, and encouraged to read about and apply findings from research in professional writing. Generally, the course aims to help you develop the ability to communicate inf0 Ggate



*not try to submit an assignment twice, or in parts as two or more files. Also note that I access your original uploaded Word file; typically any formatting errors etc. which show in the Turnitin preview function will not appear on your uploaded file.*

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**Attendance/Participation (Please note posting requirements)**

Obviously, we do not meet formally as a class in a Distance Studies course. Therefore, attendance and participation on the Discussion Board are intertwined. While Distance Studies classes are generally asynchronous, they are not correspondence or self-paced. You must attend class (defined as logging into our OWL server) W\*BT/F4 1r0.00000912 0 6(ereW\*nBT/0.00000912 0.60000912 a-W61BT

absence is no

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must

To understand the concept of \_\_\_\_\_ (primary and secondary)

To understand how that analysis can help us *shape, structure, and organize* a message in order to maximize its potential effectiveness;

To define the concept of \_\_\_\_\_ (including \_\_\_\_\_ - bias-free language, and tone) and explore the relationship of these concepts to effective writing

***Read:*** Locker/Findlay, Chapter 2; ***Assignment Case:*** ‘Globe’ (in Course Book)

***Diagnostic Paper: Audience Analysis (Memo. to Instructor; up to 500 words/); due 11:55 p.m. Sunday Week 3***

***Discussion Topic:*** *Are there qualities in Lyn Smith’s letter that might (wrongly) tempt you to be dismissive and/or condescending in your reply? What other qualities or features might you notice that would help you avoid falling into that trap?*

### **Unit/Week Three (January 25 to January 31)**

**Writing Clearly: Introduction to the Grammar and Conventions of ‘Standard Written English’**

#### ***Objectives:***

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In spite of the fact that the educational environment is a very significant facet to each and every one of our children, some groups do not support reasonable and fair tax assessments that are required for providing an educational experience at a high level of quality.

**Unit/Week Four (February 1 to February 7)**





The Toulmin model of rhetorical argument

The distinction between the formal validity of an argument and its

Through this Unit's discussion and readings, you should be familiar with the

**\*Week Twelve**

*Deadline for submission of Assignment #3 is 11:55 p.m. on Friday April 16  
(last day of classes).*